



Appl. No. 09/998,154

**IN THE UNITED STATES PATENT AND TRADEMARK OFFICE**

In re Application of:

Ingram et al.

Serial No: 09/998,154

Filed: October 31, 2001

For: Methods and Systems for Providing  
Employment Management Services  
Over a Network

Examiner: To Be Assigned

Art Unit: To Be Assigned

Attorney Document No. WOK-001.01  
(23031-101)

**CERTIFICATE OF FIRST CLASS MAILING**

I hereby certify that this correspondence is being deposited with the United States Postal Service as First Class Mail, in an envelope addressed to: Box Missing Parts, Commissioner for Patents, Washington, D.C. 20231, on January 31, 2002.

  
Henry Soohoo

**RESPONSE TO NOTICE TO FILE MISSING PARTS**

Box Missing Parts  
Commissioner for Patents  
Washington, DC 20231

Sir:

In response to the Notice to File Missing Parts mailed December 18, 2001, Applicants enclose herewith a Combined Declaration and Power of Attorney for Patent Application for the above application along with a set of Substitute drawings which are in conformance with 37 CFR 1.84. Also enclosed is a check in the amount of \$660.00, of which \$595.00 represents the basic filing fee and \$65.00 represents the late filing fee surcharge, which are due as the Applicants are entitled to small entity status. A copy of the Notice to File Missing Parts accompanies this Response.

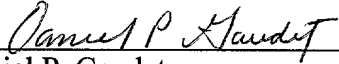


Although we believe that we have submitted the correct amount to cover the above-listed items, the Commissioner is authorized to credit any overpayment or charge any deficiencies to our Deposit Account No. 06-1448.

Respectfully Submitted,

Date: January 31, 2002

**Customer No: 25181**  
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Daniel P. Gaudet  
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## UNITED STATES PATENT AND TRADEMARK OFFICE

COMMISSIONER FOR PATENTS  
UNITED STATES PATENT AND TRADEMARK OFFICE  
WASHINGTON, D.C. 20231  
www.uspto.gov

APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
09/998,154	10/31/2001	Aubrey Lee Ingram	WOK-101 (23031-001.01)

CONFIRMATION NO. 4151

## FORMALITIES LETTER



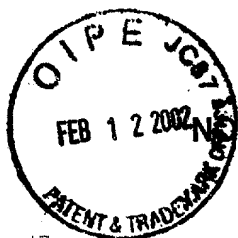
\*OC000000007205727\*

25181

FOLEY, HOAG & ELIOT, LLP  
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ONE POST OFFICE SQUARE  
BOSTON, MA 02109

MP/Informalities  
**DUE: 2-18-02**  
**FINAL: 7-18-02**

Date Mailed: 12/18/2001



## NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

*Filing Date Granted*

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The statutory basic filing fee is missing.  
*Applicant must submit \$ 740 to complete the basic filing fee for a non-small entity. If appropriate, applicant may make a written assertion of entitlement to small entity status and pay the small entity filing fee (37 CFR 1.27).*
- Total additional claim fee(s) for this application is \$450.  
    ■ **\$450 for 25 total claims over 20.**
- The oath or declaration is unsigned.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(l) of \$130 for a non-small entity, must be submitted with the missing items identified in this letter.
- **The balance due by applicant is \$ 1320.**

The application is informal since it does not comply with the regulations for the reason(s) indicated below.

The required item(s) identified below must be timely submitted to avoid abandonment:

- Substitute drawings in compliance with 37 CFR 1.84 because:
  - drawing sheets do not have the appropriate margin(s) (see 37 CFR 1.84(g)). Each sheet must include a top margin of at least 2.5 cm. (1 inch), a left side margin of at least 2.5 cm. (1 inch), a right side margin of at least 1.5 cm. ( 5/8 inch), and a bottom margin of at least 1.0 cm. (3/8 inch);

02/15/2002 NMOHAMM1 00000014 09998154

01 FC:201	370.00 OP
02 FC:203	225.00 OP
03 FC:205	65.00 OP

***A copy of this notice MUST be returned with the reply.***

NH

Customer Service Center  
Initial Patent Examination Division (703) 308-1202

**PART 2 - COPY TO BE RETURNED WITH RESPONSE**